




## TRAINING COURSES & SEMINARS: December 2008

HATC courses have been developed after a thorough review of the knowledge and skills needed by RSL staff delivering property development or redevelopment projects. The HATC Competency Matrix, developed with a number of leading housing associations, forms the basis for the schedule of the courses offered here:

Course	Duration (days)
<b>Level 1 - suitable for operational staff, managers, directors and Board members new to RSL property development, and RSL suppliers (consultants and contractors) who wish to understand their clients better)</b>	
Understanding the Development Process Part 1 (the SHG system)	1
Understanding the Development Process Part 2 (an overview of the RSL property development process)	2
Introduction to Development for Housing Management staff	1
Development Issues for Board Members	1 hr - 1 day
<b>Level 2 - suitable for project officers new to RSL development who are still moving towards the expected level of competency for their role or others who wish to have a better understanding of the key processes of RSL development and regeneration.</b>	
Intermediate Development (conveyancing, planning & building contracts)	2
Project Management - Introduction	1
Project Financial Evaluation & Funding	1
Basic Building*	½
Partnering	1
Understanding the Strategic Background (Business Plans & Development Strategies)	½
The Regulatory Requirements for Development	½
<b>Level 3 - for project managers needing higher level skills to undertake more complex schemes and who want to gain a better understanding of the organisational and external environments within which the programme is delivered.</b>	
<i>Achieving Building for Life: An overview of the HC Expectations*</i>	1
Negotiation	½
The Planning Regime (policy, plans and development control)	1
Valuation	½
Project Risk Management	1
Value Management	½
Project Scheduling (using MS Project)	1
Procurement Management (selecting procurement route, supplier selection and contract award)	1

Course	Duration (days)	
Capital Costs & Whole Life Costs	½	
Managing the Design Team	1	
Managing the Professional Team	1	
Partnering - Issues (seminar)	1	
<b>Level 4 - for managers, Directors and Board members who wish to explore strategically important aspects of programme delivery or higher level project delivery issues.</b>		
Planning Contributions in Detail (seminar) (how to optimise S106/s42 contributions)	½	
Project Quality Management	½	
Stakeholder Relationship Management	½	
Preparing a Strategy (Asset Management / Development / Procurement / Affordable Warmth / Sustainability)	1	
Programme Management	½	
Affordable Housing for Planners (for LA planning officers)	1	
<b>Level 5 - Professionally accredited courses</b>		
	Project Management: Introductory Certificate	2

### Prices per day (not per delegate) for in-house training:

Course Level	Number of delegates			NOTES ON PRICES - please read!
	1-5	6-10	11-16	
Level 1	£895	£1095	£1295	* Courses marked with an asterisk are delivered by two speakers. Prices for these courses are as quoted plus 50%.  Half-day courses are charged at 65% of the daily rate.  The <i>Development Issues for Board Members</i> course is quoted for upon request.
Level 2	£995	£1195	£1395	
Level 3	£1095	£1295	£1495	
Level 4	£1195	£1395	£1595	
Level 5	£595 per delegate (min of 6 delegates). This includes a copy of the Study Guide for the course. Please see separate flyer for more details			

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**PLEASE NOTE: THESE PRICES ARE FOR COURSE FEES ONLY. EXPENSES AND VAT ARE IN ADDITION.**

We are delighted to provide bespoke training courses at a level and for a duration to meet your needs. Please ask for a quote.